

## CHIEF DEPUTY SHERIFF

FLSA Code: N

Job Code: 6240

### GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult protective service and intermediate administrative work assisting with the direction of all activities of the Sheriff's Office; does related work as required. Work is performed under the general supervision of the Sheriff. Supervision is exercised over all department personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, fingering, grasping, feeling, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

**Planning, coordinating, participating in, and supervising Sheriff's Office operations in administration, transportation, court security and services, civil processing and other areas as assigned.**

Supervises the operation of the Sheriff's Office including work assignments, scheduling, preparation and maintenance of reports and records;

Supervises the maintenance of court services and security activity executing judges orders, monitoring and controlling prisoners and other persons; assists court clerk's office personnel with administrative duties;

Supervises transporting of prisoners, mental patients or others to and from appointments, court, jail and as otherwise directed;

Supervises the serving and processing of a variety of civil, criminal and court papers, orders and other documents;

Executes other legal actions including arrests, detainments, tests, repossessions and evictions;

Oversees the training and administrative activities of the Sheriff's Office;

Develops and implements new and updates existing policies and procedures;

Interviews and assists in the selection of new employees, maintains personnel records and training requirements;

Serves as Sheriff when required;

Performs related tasks as required.

### REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school and completion of State training and education requirements for position; possession of an appropriate driver's license valid in the Commonwealth of Virginia; demonstrated ability to establish and maintain effective working relationships with court and city officials, associates and the general public, to evaluate the effectiveness of the law enforcement operation and to institute improvements and to prepare and review reports; proven resourcefulness and sound judgement in emergencies. An equivalent combination of experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.